

SOPP 8101.1 Appendix 6

Cover Letter Used for Distributing the Official Meeting Summary Template

Our Reference: *tracking # (IND, BLA, CRMTS, PTS etc.)*

Applications Division name

Telephone: (301)827-xxxx Requestor's name

Requestor's affiliation

Requestor's address city, state zip code

Dear *Requestor*:

Attached is a copy of the memorandum summarizing your *date, type* meeting with CBER. Please note that although cited as attachments to the summary, we have not included copies of materials which you supplied. This memorandum constitutes the official record of the meeting. If your understanding of the outcomes differs from those expressed in this meeting summary, it is your responsibility to bring these discrepancies to CBER's attention for resolution.

If you have any questions, please contact *Point of Contact* at *telephone number*.

Sincerely yours,

Signature block
Center for
Biologics
Evaluation and
Research